

SECRET

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140126-2

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR ☐ 10 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

☐ Financial Report2. TYPE
OF
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Typed Acctg.

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

25X1

10. PREPARING COMPONENT (include lowest level
contributing information to report)☐ Base Treasurer and
Club custodian.11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)
0 (Cash receipts, monthly purchases and
inventories.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS5	3.60		2		7.20		1		\$ 7.20
GS11	6.50		4		26.00		1		26.00
GS12	8.00		1		8.00		1		8.00
									<u>\$41.20</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$41.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Copy of report forwarded in accordance with ☐ consisting of Trial Balance, 25X1
Income and Expenses Statement for year end 30 June.

14. FUTURE GOALS

25X1

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

MAN-HOURS

DOLLARS

0

0

STAT

16. DATE OF INVENTORY

17.

HING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140127-2

FORM 142
9-70

SECRET